

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: B	DATE OF REVISION: 1 May 03	
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Enlisted Promotions	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A. Discussion: The intent of this program is to ensure that the best qualified soldiers are recognized for career progression and promotion, and to ensure that the promotion and reduction functions are properly and accurately processed in a timely fashion.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. Army Regulation 600-8-19, Enlisted Promotions and Reductions, dtd 2 Oct 00 2. Army Regulation 600-8-2, Suspension of Favorable Personnel Actions (Flag), dtd 30 Oct 87 3. Army Regulation 600-9, The Army Weight Control Program, dtd 10 Jun 87 4. Army Regulation 601-280, Total Army Retention Program, dtd 31 Mar 99 <p>C. Specific questions:</p> <p>1. PROCESS ENLISTED PROMOTIONS TO PV2, PFC, AND SPC</p> <ol style="list-style-type: none"> a. Does the unit screen and annotate AAA-117 for additions/deletions/grade discrepancies and blank data? Does the unit coordinate with the PD to obtain blank data ? (Table 2-1, Steps 1-2, AR 600-8-19) b. Does the S1 compute waiver allocations IAW Table 2-2 AR 600-8-19 to ensure that no more than 20% of assigned PV2 have less than 6 months TIS, 20% of assigned PFC have less than 12 months TIS, and that the authorized amount of SPC do not exceed the HQDA percentage published in the monthly cutoff scores? c. Does the unit (PV2 and PFC) and battalion (SPC) commanders select those for promotion annotating YES for select or NO to deny promotion? Does the unit and battalion commanders initial, sign, and return the AAA-117 and AAA-119 to the S1? (Table 2-1, Step 8, AR 600-8-19) d. Does the S1 prepare DA FM 4187 for those denied promotion at the automatic promotion date, promoted with a waiver, and promoted after the automatic promotion date for the unit commander's (PV2 and PFC), battalion commander's (SPC), or the S1s signature? (Table 2-1, Step 8, 10, 11, AR 600-8-19) 			

ITEM	GO	NO GO
<p>e. Does the S1 input GRCH transactions and appropriate SIDPERS transaction for soldiers denied automatic promotion NLT the 20th of the month? Does the S1 monitor SIDPERS transactions? (Table 2-1, Step 12, AR 600-8-10)</p> <p>f. Does the S1 distribute two copies of the DA FM 4187 and one copy of the AAA-117 and AAA-119 through the PSB promotions work center (PROM) to records by UTL? Does the S1 file a copy of each DA FM 4187 with reports in S1 files? (Table 2-2, Step 16-17, AR 600-8-19)</p> <p>g. Does the S1 prepare the DA FM 4187 denying automatic promotion prior to the 20th of the month preceding the promotion month?</p> <p>h. Does the S1 use the DA FM 4187 denying the promotion to initiate a flag transaction using code PA as the initial and reason code and input the transaction into SIDPERS prior to the 20th of the month preceding the promotion month? (para 2-3d, AR 600-8-10)</p> <p>i. Does the unit commander ensure that all fully eligible soldiers not recommended are counseled (para 1-26 AR 600-8-19)</p> <p>2. IDENTIFY SOLDIERS FOR RECOMMENDATION FOR PROMOTION TO SGT OR SSG</p> <p>a. Does the S1 print the AAA-294, establish a suspense date, and forward the report identifying all soldiers fully eligible for promotion (primary zone) to the unit commander NLT the first duty day of the month preceding the board month? (Table 3-5, Step 1-2, AR 600-8-19)</p> <p>b. Does the unit commander annotate the report YES for those recommended or NO for those not recommended and return the report to the S1 by the 5th day of the month preceding the board month? (Table 3-5, Steps 3-5, AR 600-8-19)</p> <p>c. Does the S1 prepare DA FM 3355 thru Section A for all recommended and fully eligible soldiers not recommended for the unit commander's signature? (table 3-5, step 6)</p> <p>d. Does the unit commander ensure that all fully eligible soldiers not recommended are counseled? (Table 3-5, step 7 and para 1-26, AR 600-8-19)</p> <p>e. Does the unit commander forward DA FM 3355 with counseling of all fully eligible soldiers not recommended to the promotion authority for final decision? (para 3-12, AR 600-8-19)</p> <p>f. After not being recommended the first time, does the S1/unit commander provide copies of the fully eligible soldier's counseling to the promotion authority (at least quarterly) until the soldier is recommended for promotion or is no longer eligible? (para 3-12, AR 600-8-19)</p> <p>g. Does the S1 review for completeness, copy and forward DA FM 3355 with documentation to the servicing PSB for processing by the 10th day of the month preceding the board month? (Table 3-6, Step 5, AR 600-8-19)</p>		

h. Does the S1 review with the soldier, DA FM 3355, to include heading, Section A, and Section B prior to board appearance? (Table 3-6, Step 8, AR 600-8-19)

3. CONDUCTING PROMOTION BOARDS

a. Does the BN S1 conduct the promotion board by the 15th of every month? (AR 600-8-19, para 3-16a)

b. Does the promotion authority appoint in writing, an odd number (at least three) of unbiased voting members and a recorder without vote? The board president may be designated as one of the voting members. The voting members may be all officers, all noncommissioned officers, or mixed. (AR 600-8-19, para 3-16d)

4. PROCESS RESULTS OF A PROMOTION SELECTION BOARD

a. Does the BN S1 prepare the memorandum of board proceedings within 1 duty-day of the board's adjournment? (AR 600-8-19, para 3-18a)

b. Does the president review the memorandum of board proceedings for accuracy, sign the report, and forward it to the promotion authority? (AR 600-8-19, para 3-18b)

c. Does the promotion authority forward approved board proceedings to the promotions workcenter no more than 3 duty-days after the promotion board adjourns? (AR 600-8-19, para 3-18c)

d. If the promotion authority approves board proceedings, does the BN S1 have soldiers sign the responsibility memorandum? (AR 600-8-19, para 3-18d)

e. Does the BN S1 receive from the promotion workcenter or print the recommended list, verify information for accuracy and forward to the companies? (Table 3-8, Step 12, AR 600-8-19)

f. Do the companies black out SSNs on current recommended list, have soldiers verify pertinent information on the report by initialing next to their name and post on the bulletin board? (Table 3-8, Step 13-14, AR 600-8-19)

Rating standard (PAT: Enlisted Promotions)

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1b, 3b a “NO GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

NOTES:**VERIFICATION**

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date